

## POSITION GUIDE

**Position Title:** Reading Specialist/Math Instructor

**Code:**

**Department:** Nonpublic School Services

**Group:** PROF

**Reports to:** Supervisor, Nonpublic School Services Program

**Date:** March 2024

### PURPOSE OF POSITION:

The Reading Specialist/Math Instructor develops and implements a small group instructional intervention program for students based on data gathered through benchmark and diagnostic assessments in reading and math. The Reading Specialist/Math Instructor designs prescriptive and intentional reading and mathematics instruction that is driving the attainment of student achievement outcomes. The Reading Specialist/Math Instructor monitors students' progress and communicates this information to the classroom teacher, administration, and parents. The specialist possesses a deep knowledge of Structured Literacy and evidence-based math instructional approaches. The Reading Specialist/Math Instructor works cooperatively with other Act 89 staff, and with the administration and staff of the Nonpublic School(s) where assigned to ensure quality instruction for all students.

### ESSENTIAL FUNCTIONS:

***All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:***

- ***prompt responsiveness to inquiries***
  - ***professional and courteous verbal and nonverbal communication***
  - ***proactive problem solving***
  - ***embody the IU13 keys to culture***
1. Design and implement data-informed literacy and math instruction rooted in evidence-based practices.
  2. Provide direct instruction in the areas of reading and math to students in a small group format.
  3. Implement a range of evidenced-based programs with fidelity according to program guidelines and individual student needs.
  4. Develop lesson plans and instructional materials to address students' individual needs.
  5. Administer and analyze benchmark and diagnostic assessments to identify students for intervention based on program guidelines and to plan appropriate instruction.
  6. Conduct ongoing progress monitoring assessment, and communicate regularly with IU personnel, classroom teachers, administrators, parents and students concerning instructional goals and progress. Prepare appropriate progress monitoring reports according to required timelines.

***This is not a complete itemization of all facets of this position.***

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7. Participate in the Nonpublic School Services Professional Learning Community (PLC) to expand and maintain a high level of knowledge and implementation of evidence based instructional practices related to Science of Reading, Structured Literacy, and Science of Math through professional collaboration, professional development training, and professional reading.
8. Support nonpublic school classroom teachers through modeling, coaching, and/or collaboration using evidence-based approaches and materials.
9. Work proactively and cooperatively with intermediate unit, school, and nonpublic staff to coordinate students' programs, provide the appropriate level of support, and solve/assist with problems, issues and opportunities.
10. Create and manage individual schedule of student services on caseload.
11. Submit digital and written forms and reports in a timely and accurate manner and maintain careful documentation digitally regarding student assessment and attendance data, teaching schedules, lesson plans, and collaborative coaching activities.
12. Adheres to the established work schedule through regular and consistent attendance.
13. Adhere to intermediate unit policies and procedures.
14. Adhere to professional, ethical, and legal standards.
15. Observes all IU13 requirements governing FERPA, HIPAA and any IU13 policies on FERPA and/or HIPAA's policies and notices of privacy practices.
16. Fulfill all other duties as required by the program director or supervisor to assist with ongoing program development.

### **MARGINAL FUNCTIONS:**

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

### **KNOWLEDGE & SKILL REQUIREMENTS:**

Certifications required:	PA Reading Specialist and appropriate PA grade level math certification (i.e. Elementary PK-4; 4-6 with Middle Level Math; or Math 7-12)
Education required:	Bachelor's Degree, Reading Specialist Certification program, Master's Degree preferred
Experience required:	A minimum of one-year classroom experience and minimum one year experience as a Reading Specialist
Other Qualifications:	<ul style="list-style-type: none"> <li>● Strong knowledge and implementation of Science of Reading and Structured Literacy Competencies</li> <li>● Thorough understanding of PA Core Standards for reading and mathematics</li> <li>● Ability to communicate effectively, ability to lead and motivate colleagues,</li> <li>● Instructional coaching experience</li> <li>● Valid Driver's License – driving to other locations as assigned</li> </ul>

***This is not a complete itemization of all facets of this position.***

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**MISCELLANEOUS REQUIREMENTS:**

Proficiency with Microsoft Office and general comfort level with various education related software.

**SUPERVISION OF PERSONNEL:**

N/A

**PHYSICAL/MENTAL/ENVIRONMENT:**

Physical Demands:

Activities: Sit: 60%  
Walk/stand: 40%  
Driving to other locations: as needed

Lifting: Up to 20 lbs., lifting of light boxes and office material

Vision: Close concentration; constant viewing/use of computer screen

Mental Demands: Decision making, interpret, analyze, and problem solve

Environment: Normal school environment

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**I have reviewed the essential functions, knowledge and skill requirements, and physical/mental environmental demands of this position. By my signature below, I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.**

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Print Name

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Signature

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Date